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Executive Assistant to DCI

21 September 1953

Director of Training

Weekly Summary Report

1. At the request of [redacted] the Chief of Orientation and Briefing Division, O/TR, will give a briefing to Brigadier General Mark McClure, newly appointed Deputy Assistant Chief of Staff, G-2, for Operations and Administration. It was [redacted] request that this special indoctrination cover the charter, mission and responsibilities of the Central Intelligence Agency, and that when it is concluded, General McClure can then decide on what further briefing he desires or needs on Agency organization or activities. 25X1 25X1

[redacted] 25X1

3. Arrangements have been made to admit three Agency employees to the Military Logistics Course given by the University of Maryland at the Pentagon to Armed Services and Defense Department students. 25X1

[redacted]

5. Arrangements are being made to include industrial tours as a supplement to the instruction given in the Specialized [redacted] Course [redacted]. Tours have been tentatively scheduled for the period 2-4 November, inclusive, and will include the following industrial plants: 25X1 25X1

[redacted] 25X1

a. 25X1

6. On 15 September, the Seminar arranged by Office of Training for Senior PP Officers was opened with twelve senior officers from Area and PP Staff Divisions in attendance. This seminar is the fir[redacted]

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FP attempt to provide advanced training for officers in supervisory and command positions. A similar seminar for senior war planning personnel will begin on 14 December and lead to the offering by Office of Training of a regular War Plans Staff Officers Course. 25X1

[redacted]

9. Office of Training concurred in a Logistics Office memorandum establishing a Logistics training program [redacted]. The memorandum outlined the administrative plan for the Headquarters and Field training phases of the program. The Chief, Logistics Office, will be responsible for the supervision of training, and 25X1

[redacted] 25X1

10. The Comptroller was notified by a Director of Training memorandum that Office of Training will not submit a Supplementary Budget for FY55 [redacted] 25X1

11. Students presently in full-time OTR courses in CIA installations 370
Students presently in part-time OTR courses in CIA installations 351
Students presently in full-time external training 96
Students presently in part-time external training 62

GRAND TOTAL 879

MATTHEW BAIRD

FE/ep

cc: DD/P
DD/I
AD (Comms)

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